

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 12/31/07	NUMBER 05.01.130
SUBJECT PRISONER SECURITY CLASSIFICATION		SUPERSEDES 05.01.130 (03/01/2004)	
		AUTHORITY MCL 791.203, 791.264, 791.265; Administrative Rule 791.4401 ACA STANDARDS 4-4295; 4-4296; 4-4298; 4-4300; 4-4444; 2-CO-4B-01; 2-CO-4B-03; 2-CO-4G-01	
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POLICY STATEMENT:

Prisoners in Correctional Facilities Administration (CFA) institutions shall be classified to appropriate security levels based on management and confinement requirements in accordance with this policy except if in the Special Alternative Incarceration Program.

RELATED POLICIES:

04.05.120 Segregation Standards
05.01.135 Statistical Risk Screening
05.01.140 Prisoner Placement and Transfer

POLICY:

GENERAL INFORMATION

- A. While there is no right to placement at a particular security level, prisoners shall be classified according to management and confinement requirements necessary for protection of the general public, prevention of escape, maintenance of control and order, and the safety of staff and prisoners.
- B. The categories of security classification in CFA institutions are Levels I through V and segregation. Level I is the least secure level; segregation is the most secure. This policy only applies to the classification of prisoners to Levels I through V. Prisoners shall be classified to segregation as set forth in PD 04.05.120 "Segregation Standards".
- C. If a prisoner's Pre-sentence Investigation Report contains conflicting or ambiguous information that may impact on the prisoner's security classification, the field office where the Report was prepared shall be contacted for clarification. If the conflict or ambiguity cannot be resolved, the best judgment of the screener shall be used and rationale documented on the appropriate screening form.
- D. Each prisoner's appropriate security classification shall be determined using the Security Classification Screen - Initial form (CSJ-480) or Security Classification Screen - Initial - Female Prisoners Only form (CSJ-482), as appropriate, and the Security Classification Screen-Review form (CSJ-481) or the Security Classification Screen - Review - Female Prisoners Only form (CSJ-483), as appropriate. All screening forms shall be completed in accordance with OP CFA 05.01.130 "Completion of Security Classification Forms – For Male Prisoners" and OP CFA 05.01.130-A "Completion of Security Classification Forms – For Female Prisoners", as applicable. Staff shall not rely on information contained in a prior security classification screen without first verifying its accuracy; this shall include a review of the prisoner's files, as necessary. All screening forms shall be reviewed for accuracy and signed by a supervisor of the screener.
- E. Prisoners shall be provided copies of their completed screening form within seven calendar days after completion except if completed at a reception facility, in which case the completed screening form shall be provided within 30 calendar days after completion. If the prisoner believes that the security classification is the result of incorrect information or computation on the screening form, the prisoner may file a grievance as set forth in PD 03.02.130 "Prisoner/Parolee Grievances".

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- F. The CFA Deputy Director or designee shall maintain a Security Classification Manual, which shall be reviewed annually and updated as needed. Copies of the Manual shall be available to staff involved in security classification. In addition, the CFA Deputy Director or designee shall develop security classification training in coordination with the Office of New Employee Training and Professional Development in the Bureau of Human Resources, Operations Support Administration, to be provided to staff involved in security classification.

SECURITY CLASSIFICATION COMMITTEE

- G. Each institution shall have at least one security classification committee which shall be responsible for ensuring proper prisoner placement at that institution. The committee's members shall be appointed by the Warden and include at least two command staff supervisors at level 13 or above, one of whom must be of the rank of Assistant Deputy Warden or above. Whenever possible, the Security Classification Committee shall include staff representative of custody, programs, and housing.

SCREENING OF INCOMING PRISONERS

- H. A Security Classification Screen - Initial form (CSJ-480) or the Security Classification Screen - Initial - Female Prisoners Only form (CSJ-482), as appropriate, shall be completed for each prisoner upon commitment; this includes prisoners returned from parole with new sentences to be served with the Department. However, a prisoner who receives a new sentence to be served with the Department for an offense committed while in a CFA institution shall be screened using only the Security Classification Screen - Review form (CSJ-481) or the Security Classification Screen - Review - Female Prisoners Only form (CSJ-483), as appropriate. When a prisoner receives a sentence to be served with the Department for an offense committed while in a CFA institution or on parole, the prisoner's total management points shall not be lower than that indicated on the prior security classification screen. If the previous score is used, it is to be noted on the new security classification screen.
- I. Whenever a discharged prisoner with a sexual predator designation returns with a new commitment, reception facility staff shall determine whether the designation is still justified, as set forth in PD 05.01.150 "Sexual Predator Designations".

SECURITY CLASSIFICATION REVIEW

- J. Prisoners shall be rescreened for security classification by staff designated by the Warden using the Security Classification Screen - Review form (CSJ-481) or the Security Classification Screen - Review - Female Prisoners Only form (CSJ-483), as appropriate, if any of the following occur:
1. It has been twelve months since the prior screening.
 2. The prisoner is being transferred to a different CFA facility and it has been at least 60 calendar days since the prior screening or the prisoner has incurred a major misconduct since the prior screening. This does not apply to temporary transfers for medical, psychiatric, or other treatment unrelated to security needs.
 3. Staff have reason to believe the prisoner's security level would change. The prisoner's most recent security classification screen shall be reviewed whenever a Parole Eligibility/Lifer Review Report is being prepared to ensure it accurately reflects the prisoner's correct security level.
 4. The prisoner has received an additional sentence or has been resentenced.
 5. The prisoner has been designated as a sexual predator or has had the designation removed, in accordance with PD 05.01.150 "Sexual Predator Designations".
 6. A security threat group designation is pending review for the prisoner unless an exception is approved by the appropriate Regional Prison Administrator (RPA), or the prisoner has been

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designated as a security threat group member or has had the designation removed in accordance with PD 04.04.113 "Security Threat Groups".

7. An error is identified in a prior security classification screen as a result of incorrect information or computation.
- K. Whenever a prisoner designated as a sexual predator is rescreened for security classification, staff also shall review the prisoner's file in accordance with PD 05.01.150 "Sexual Predator Designations" to determine whether the designation is still justified.

DETERMINING TRUE SECURITY LEVEL

- L. A prisoner's true security level is normally the higher of the confinement or management level on the appropriate screening form. However, if the screener does not believe that the higher of the confinement or management level accurately reflects the prisoner's security requirements, the true security level may be increased or decreased through a departure. The reason for the departure shall be indicated on the appropriate screening form and, for male prisoners, shall be in accordance with the specific requirements set forth in OP CFA 05.01.130 "Completion of Security Classification Forms - For Male Prisoners". A departure shall not be used to meet bed space or programming needs or for any other reason that is unrelated to the prisoner's security requirements.
- M. All departures require the approval of the CFA Deputy Director or designee except for the following, which may be approved by the Warden or designee subject to Paragraphs Q through U:
 1. A departure to Level I for a prisoner granted a parole as indicated on a Parole Board Notice of Action; however, if the parole is subsequently suspended, continued placement in Level I requires the approval of the CFA Deputy Director or designee.
 2. A departure which will result in a prisoner's transfer within the same facility or another facility under that Warden's supervision.
 3. A one level departure decreasing the prisoner's true security level.
 4. At a reception facility, a one level departure to Level I through IV.

DETERMINING ACTUAL PLACEMENT LEVEL

- N. Prisoners shall normally be placed consistent with their true security level. However, there may be reasons unrelated to security, (e.g., medical/mental health needs; lack of bed space at the appropriate level) which preclude such placement. When that occurs, the prisoner may be waived to a higher or lower actual placement level. The reason for the waiver shall be indicated on the appropriate screening form and, for male prisoners, shall be in accordance with the specific requirements set forth in OP CFA 05.01.130 "Completion of Security Classification Forms - For Male Prisoners".
- O. All waivers require the approval of the CFA Deputy Director or designee except for the following, which may be approved by the Warden or designee subject to Paragraphs Q through U:
 1. A waiver which will result in a prisoner's transfer within the same facility or another facility under that Warden's supervision.
 2. A one level waiver decreasing the prisoner's true security level unless a one level departure has been approved pursuant to Paragraph M.
 3. At a reception facility, a one level waiver to Level I through IV unless a one level departure has been approved pursuant to Paragraph M.

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- P. Prisoner placement shall be in accordance with PD 05.01.140 "Prisoner Placement and Transfer".

OTHER CONSIDERATIONS

- Q. Female prisoners shall not be classified to Level V unless prior approval is obtained from the CFA Deputy Director or designee.
- R. Prisoners designated as security threat group members or, unless an exception is approved by the appropriate RPA, those with designations pending shall be classified to a security level consistent with the requirements set forth in PD 04.04.113 "Security Threat Groups".
- S. Prisoners designated as sexual predators pursuant to PD 05.01.150 "Sexual Predator Designations" shall not be classified to Level I, II, or III without approval of the CFA Deputy Director or designee.
- T. The following prisoners shall not be classified to Level I unless approved by the CFA Deputy Director or designee:
1. Prisoners serving a sentence for escape, unless granted a parole as indicated on the Parole Board Notice of Action; however, if the parole is subsequently suspended, continued placement in Level I requires the approval of the CFA Deputy Director or designee.
 2. Prisoners with a pending felony charge or who are awaiting sentencing on a felony conviction.
 3. Prisoners with pending deportation hearings.
 4. Male prisoners designated as very high assault risks pursuant to PD 05.01.135 "Statistical Risk Screening" except under the following circumstances:
 - a. The prisoner has been granted a parole as indicated on the Parole Board Notice of Action; however, if the parole is subsequently suspended, continued placement in Level I requires the approval of the CFA Deputy Director or designee.
 - b. The prisoner's confinement level is Level I, consistent with the screening requirements set forth in OP CFA 05.01.130 "Completion of Security Classification Forms - For Male Prisoners".
- U. A prisoner's true security level shall be increased or decreased through a departure if necessary to meet the requirements set forth in Paragraphs Q through T.
- V. Security classification shall take precedence over program classification except as set forth in Paragraph W. Custody reductions shall not be delayed if the same or similar programs are offered in the less secure facility. However, lateral transfers and transfers to reduced custody shall be delayed if the prisoner is involved in a program as a result of a programming assessment recommended by the Parole Board.
- W. Reductions in custody and lateral transfers of prisoners involved in the programs listed below, in order of priority, shall be made only when necessary and only with the approval of the Warden or designee:
1. Therapy programs (e.g., sex offender therapy) if there has been a considerable investment of time and resources, the prisoner's completion of the program is imminent, and space at the current placement allows such delay.
 2. Parole reentry programs at inreach facilities.
 3. Career and technical education programs.

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4. Academic education programs.

- X. Staff responsible for assignment to the programs identified in Paragraph W shall review security reduction eligibility dates before prisoners are assigned to determine if sufficient time remains for the completion of the program.

OPERATING PROCEDURES

- Y. Wardens shall ensure that procedures are developed by the effective date of this policy directive. This includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director.

AUDIT ELEMENTS

- Z. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist Wardens with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: PLC 12/05/07